

Winooski City Council

Remote Meeting

Monday, April 5, 2021 at 6 PM

Attend online: <https://zoom.us/j/99290283612>

Attend by phone: 1 646 558 8656

Webinar ID: 992 9028 3612

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Agenda Review**
- IV. Public Comment**
- V. Consent Agenda**
 - a. Approval: Liquor Control Minutes and City Council Minutes of 03/15/2021
 - b. Approval: Accounts Payable Warrant as of 03/31/2021 and Payroll Warrant for periods 03/07/2021-03/20/2021
 - c. Approval: Appointment of Deputy Mayor
 - d. Approval: Mayor and Council Procedures Policy
 - e. Approval: Conflict of Interest Policy
 - f. Approval: Council 2021-2022 Schedule
 - g. Approval: SymQuest Cloud Renewal
 - h. Approval: FY21 Audit Engagement Letter
- VI. Council Reports**
- VII. City Updates**
- VIII. Regular Items**
 - a. Approval: City Manager Search Committee Charter – K Lott
 - b. Approval: City Manager Search Committee Appointments and Interim City Manager – K Lott
 - c. Discussion : Commission Liaisons – K Lott
 - d. Approval: Resolution: Fee in Lieu Payments for Street Amenities – E Vorwald & J Rauscher
 - e. Discussion: Myers Memorial Pool – Lifeguard Contract – R Coffey
 - f. Approval: FY22 Tax Increment Financing Budget and Review of TIF Modeling – H Carrington & A Aldieri
 - g. Approval: FY22 Capital Improvement Plan Revisions – J Rauscher & A Aldieri
 - h. Discussion: Lot 7D – Abenaki Way Redevelopment Update and Next Steps – J Baker & H Carrington
- IX. Executive Session Pursuant to 1 V.S.A. §313 (2) the negotiation of real estate purchase or lease options related to Lot 7D (Abenaki Way)**
- X. Adjourn**

Mayor Kristine Lott - klott@winooski.vt.gov

Councilor Hal Colston - hcolston@winooski.vt.gov

Councilor Jim Duncan - jduncan@winooski.vt.gov

Councilor Mike Myers - mmyers@winooski.vt.gov

Councilor Bryn Oakleaf - boakleaf@winooski.vt.gov

Jessie Baker, City Manager - jbaker@winooski.vt.gov



MINUTES

The Mayor called the meeting to order at 6:29 p.m. Councilor Colston led the Pledge of Allegiance.

Members Present:

Mayor Kristine Lott

Councilors: Hal Colston, James Duncan, Michael Myers, Bryn Oakleaf

Officers Present:

Jessie Baker, City Manager; Janet Brouard, Sr Asst City Clerk; Angela Aldieri, Finance Director; Paul Sarne, Communications Coordinator; Heather Carrington, Economic Development Officer; Eric Vorwald, Planning & Zoning Manager; Phoebe Townsend, Human Resources Manager; Jon Rauscher, Public Works Director; Ray Coffey, Community Services Director; John Audy, Fire Chief.

Others Present:

Town Meeting TV, Eric Covey, Doug Nedde, William Niquette, Jess Lukas, YMCA

III. Agenda Review – None

IV. Public Comment – None

V. Consent Agenda

a. Approval: Liquor Control Minutes and City Council Minutes of 3/15/21.

MOTION by Councilor Oakleaf seconded by Councilor Duncan to approve the minutes with corrections in spelling of Councilor Oakleaf's name and removal of previous Council Member's name from the warrants. Voted and passed 4-0.

b. Approval: Accounts Payable Warrant as of 03/31/2021 and Payroll Warrant for periods 03/07/2021-03/20/2021

c. Approval: Appointment of Deputy Mayor

d. Approval: Mayor and Council Procedures Policy

e. Approval: Conflict of Interest Policy



f. Approval: Council 2021-2022 Schedule

g. Approval: SymQuest Cloud Renewal

h. Approval: FY21 Audit Engagement Letter

MOTION by Councilor Duncan seconded by Councilor Colston to approve consent agenda items b. through h. as presented. Voted and passed 4-0.

VI. Council Reports

The Mayor made a quick statement regarding the recent shootings throughout the country and to reaffirm our commitment to equity and justice.

Councilor Colston – said that our Charter has been approved by the Legislature by a 99-44 roll call vote. The next step is that it goes to the Senate Gov Opts Committee. He fully supports its passage.

Councilor Oakleaf – said that CSWD – DOC in South Burlington has added an additional drop off day, making it now 5 days a week. She met with Gwen and Molly of the Community Services Department regarding the Container Grant. They will continue to work together to bring more information.

Councilor Myers – None

Councilor Duncan – met with the Housing Commission. They continue to work on impact fees, parking waivers and stability issues. He thanked the members from the Planning Commission that attended.

Mayor Lott – said that she and the City Manager attended a meeting with area managers to discuss joining shared services. Regional Dispatch is one area that they continue to move forward with. She attended the Airport Advisory Commission Meeting. They have selected a contractor to install the noise monitoring equipment. Winooski is looking to host one monitor at City Hall. She said they intend on starting with a 10 house PILOT program and hope to have 50 homes done by next year. She wanted to let the public know the pool is on schedule to open this year with an Inaugural Event on May 28th, June 5th opening for the first 40 pass holders sold and with the Grand Opening on June 6th.

VII. City Updates



- **COVID Update**

- Last week, we had 12 new cases in Winooski – an increase from two weeks of being under the reporting threshold of 6. We are tracking Burlington's numbers – which are very high – and anticipate ours may trend up as they have done over the last months. So, we are reminding all to:
 - Wear a mask when in the presence of others
 - Socially distance
 - Wash your hands
 - And get your vaccine when it's your turn
- Testing daily continues.
 - At the OCC
 - 2 to 8 on Mondays, Wednesdays, Fridays.
 - 9 to 3 all other days including Saturday and Sunday.
 - Daily – can sign up at the VDH website or walk in. All information is on our webpage
 - All materials are translated and there will be translators on site.
 - We anticipate that testing will continue through the summer at the OCC
- Vaccines are now available for those 40 and older, BIPOC Vermonters, school and child care staff, and people 16+ with high-risk health conditions.
 - NO walk-ups. You must register in advance.
 - Winooski clinics are Tuesday at the Armory
 - [Healthvermont.gov/MyVaccine](https://healthvermont.gov/MyVaccine) or 855-722-7878
- We understand that the Tuesday Armory clinics may be changing and will keep the community posted.

- Utility stuffer – e-notification

- In this month's utility bills, we will announce that we are starting a new electronic notification for utility bills system. This will be effective for the bills to be mailed 7/15/2021.
- Forms to enroll in the program are being mailed to all utility bill recipients and will also be available on the City website for download or from the Clerk's Office.
- If you enroll in the program an e-mail will be sent to the registered e-mail address regarding the amount and due date of utility bills on the date bills are mailed to customers.
- We will still mail physical invoices.
- Enrollment in the program can only be made by the property owner or a person they have designated to receive invoices on their behalf.

- FOP Negotiations starting – coming to you on 4/19 for guidance

- Equity Director – We have two very qualified finalist candidates for the Equity Director position and hope to be making a conditional offer to a candidate by the end of this week.



- School funding – With the School Districts award of American Rescue Plan Act dollars, we are exploring ways to increase summer and out of school time programming in partnership with WSD. More to come!
- Asian Americans and Pacific Islanders – Increase in hate crimes
 - Staff condemn the recent AAPI hate crimes perpetrated against our neighbors across the nation in the last year.
 - Chief Hebert and I, in partnership with community leaders, are keeping a close eye on this in Winooski.
 - To date no instances of AAPI hate crimes have been reported to the WPD.
 - 3 hate crimes have been reported in the last year – 2 were incidents of Patriot Front stickers placed on a stop signs and around the City. The 3rd incident was the elderly man with mental health issues that yelled racial slurs at the mom and child in front of the post office.
 - We will continue to monitor this.
- School Trustees meeting on March 24th at 6:30 to discuss/decide on the Safety Policy and School Resource Officer intention. This meeting was unable to take place due to technical challenges so was rescheduled to this Wednesday, April 7th.
 - Officer Ziter will be speaking during public comment on behalf of the city as we were asked not to present.
 - As you may remember, the City/School MOU was extended into February to allow these conversations to move forward.
 - At this point, I'm unclear if/when we will have something more for you to consider.
- North End Studios – We continue conversations with the attorney representing North End Studios. We anticipate a meeting between Board Members and the Mayor and Manager in the next two weeks and hope to bring back additional information to the Council on April 19th.
- March 31 – the Mayor and I attended a Chittenden County meeting of managers and chief elected officials to discuss future opportunities to share services last week. This was a lively and exciting conversation focused on future innovation. Managers are discussing a scenario in which a small percentage of American Rescue Plan dollars (1%-2%) be earmarked by communities to support staffing to explore future regionalization efforts if allowed under the guidance.
- The Winooski Library is celebrating April's National Poetry Month with several exciting programs:
 - **Winooski Poetry Project**
We're kicking it off with the "Winooski Poetry Project", a participatory program that invites community members to leave us their best word, sentence, verse, feeling, or observation using our roving Smith-Corona Super Sterling typewriter. We'll be "popping up" throughout the month at various locations across the city - leave us a haiku about what you love most about Winooski, craft a springtime rhyme, share the sound of the river, or type out whatever inspiration might strike.
 - 4/1 - 4/8 @ the Winooski Memorial Library
 - 4/9 - 4/11 @ Misery Loves Co.



- 4/12 - 4/13 @ Winooski School District
- 4/24 @ Memorial Park (weather permitting)
- 4/20 - 4/22 @ Winooski Senior Center
- 4/29 @ Winooski School District
- **Youth Poetry Writing Workshop with Bianca Stone**

Through our partnership with the Sundog Poetry Center, we've developed a workshop designed for aspiring youth poets. Participants will be introduced to Bianca's poetry and have the opportunity to create and share their own work in a supportive and welcoming space.

- Free for Winooski youth ages 12 – 18
- Friday, April 16, 2021 - 3 - 4:30 PM
- To register, please call or email Nate Eddy, Library Director: 802 655 6424 / neddy@winooski.vt.gov

Pool: We are still accepting applications for the Pool Attendant position this summer at the Myers Memorial Pool. Please visit the City's website for more info and to apply!

- Pool opening dates:
 - May 28 – donors
 - June 5 – Pizza party for first 40 pool pass purchasers
 - June 6 – Full opening

There are still a few spots left in our USTA Tennis in the Parks Program set to start in early May. There are sessions for youth in grades 3-5, grades 6 – 8, and adults as well. Sign up soon, as we expect to fill up!

- Carol
 - I am both pleased and sad to share that Carol Barrett, City Clerk, has announced her retirement, expected in December 2021.
 - In July, Carol will have worked for the City of Winooski for 41 years!
 - Her dedication and positive attitude can be seen in everything she does and the City has been fortunate to have her on the team for her professional career.
 - The hiring process is expected to start in mid-summer, and Administration staff and the Clerks' office will work to ensure all staff are cross trained so there will be as little impact to City services as possible.
 - We are so thankful to have her here for the next nine months!



a. Approval: City Manager Search Committee Charter – K Lott

Mayor Lott said as discussed at our last meeting, a Search Committee will be established to support the new City Manager hiring process. The purpose of this Charter is to establish the formation of the Search Committee. Eric Covey said he was here tonight making a comment but he thinks it might pertain to item b on the agenda. The Mayor asked for a motion to table item a. and move to item b. to allow Mr. Covey the chance to speak.

MOTION by Councilor Duncan seconded by Councilor Oakleaf to table item a. and move to item b. for discussion. Voted and passed 4-0.

b. Approval: City Manager Search Committee Appointments and Interim City Manager – K Lott

Eric Covey thanked the Mayor for giving him the chance to speak, He said he was very sad to hear that Jessie was leaving, He is here tonight in reference to his letter he sent the Mayor stating his interest in being on the City Manager Search Committee. He realizes that a list has already been formulated but hopes it can be amended. He feels he can bring a lot of history to the table. He has been on the Council; he was on the Charter Commission and with his current role at the Secretary of State's office he has a lot of insight in to the workings of municipal government. Councilor Oakleaf said she thinks it's a good idea to have an odd number of participants for voting purposes. She offered the suggestions of having alternates like many commissions now have. Discussions ensued on the topic and was decided to table the item b. and return to item a. for a vote.

MOTION by Councilor Oakleaf seconded by Councilor Colston to table item b. and return to item a. for a vote. Voted and passed 4-0.

MOTION by Councilor Duncan seconded Councilor Colston to approve the City Manager Search Committee as presented. Voted and passed 4-0

Returned to item b. The Mayor said item b. has two parts. We can approve both items in b together or we can do them separately. We can appoint the Search Committee as presented and we can discuss whether or not to appoint an internal or external interim City Manager.

MOTION by Councilor Duncan seconded by Councilor Colston to approve the City Manager Search Committee Appointments as presented. Voted and passed 4-0.



Mayor Lott said that leaves us with the interim City Manager discussion. If we decide to appoint from within, we are looking at co-interim's; Jon Rauscher and Phoebe Townsend will be appointed to fill the roles. Both Jon and Phoebe have graciously accepted the nomination both will bring their own strengths to the table in fulfilling the position. The Mayor said if we decide to go with an external choice, the appointment would be weeks out.

MOTION by Councilor Duncan seconded by Councilor Myers to go forward with an internal appointment of Jon Rauscher and Phoebe Townsend as co-interims as presented by the Mayor. Voted and passed 4-0.

c. Discussion: Commission Liaisons – K Lott

The Mayor said with the appointment of a new Council member we must fill vacancies on various Boards and Commissions. She opened the discussion stating what the current appointments are and asked for thoughts on new appointments. Each Council member was giving their choice on what Board and/or Commission they would like to represent. In all, each and every Council member chose a new role or either remained with their current assignment and stepped up to take on additional assignments, thus filling every role needed.

d. Approval: Resolution: Fee in Lieu Payments for Street Amenities – E Vorwald & J Rauscher

Mr. Vorwald said with the update of Chapter 28 of the Municipal Code back in June an item was included to permit developers to pay a fee in lieu of installing required street space amenities. These amenities include, street trees, street lights and paving. No specific fees were included in the update, which will there in give the Council the ability to set the fees-in-lieu by resolution to account for changing installation costs. There was some discussion on the fees currently set and do they account for the going rate.

MOTION by Councilor seconded by Councilor Colston to approve the Fee in lieu Payments for Street Amenities Resolution as presented. Voted and passed 4-0.

e. Discussion: Myers Memorial Pool – Lifeguard Contract – R Coffey

Mr. Coffey said back in February of 2020 the YMCA was selected with their bid for Lifeguard services, however due to COVID-19 related delays in construction the pool opening was delayed to 2021. Mr. Coffey said he reconnected with the YMCA to confirm their continued interest in providing Lifeguard services for the 2021 season. He is pleased that they agreed.



He said the attached draft contract is for discussion and that Jess Lukas of the YMCA is here tonight to answer any questions you may have.

f. Approval: FY22 Tax Increment Financing Budget and Review of TIF Modeling - H Carrington & A Aldieri

The City Manager said back in December an overview of the FY22 budget was presented to the Council. At that time, it was decided not to approve the TIF budget. Ms. Baker said they hoped the delay would give us more insight into what funds would be really needed. Ms. Carrington walked the Council through the 3 scenarios provided, based on how staff feel the TIF Modeling will play out in FY22.

MOTION by Councilor Colston seconded by Councilor Duncan to approve the FY22 Tax Increment Financing Budget and Review of TIF Modeling as presented. Voted and passed 4-0.

g. Approval: FY22 Capital Improvement Plan Revision – J Rauscher & A Aldieri

Mr. Rauscher said minor discrepancies and oversights have made it necessary to seek approval for revisions to the CIP plans for the General, Water and Wastewater funds. The revision to the water and wastewater budgets were for a lease not taken out during FY21 for a dump truck replacement. The General Fund revision is due to debt service for the Hickok Street project being inadvertently left out of the total debt service costs. Mr. Rauscher said he recommends the following adjustments to make up for the shortfall; reducing a reserve contribution to the O'Brien Community Center, elimination of one police vehicle replacement, reducing traffic signal improvements as Vtrans indicated that they will perform those improvements next year and increasing the use of reserves for street pavement resurfacing projects.

MOTION by Councilor Colston seconded by Councilor Myers to approve the FY22 Capital Improvement Plan revisions as presented. Voted and passed 4-0.

h. Discussion: Lot 7D – Abenaki Way Redevelopment Update and Next Steps – J Baker & H Carrington

The City Manager gave a broad overview on the progress of developing lots in the Downtown. She said there have been many changes, especially those due to COVID that have caused delay in the construction on either lot.



IX. Executive Session

a. Executive Session Pursuant to 1 V.S.A. § 313 (2) the negotiation of real estate or lease options related to Lot 7D (Abenaki Way)

MOTION by Councilor Myers seconded by Councilor Colston to go into Executive Session at 8:08 p.m. to continue discussion on Lot 7D updates. Voted and passed 4-0.

MOTION by Councilor Duncan seconded by Councilor Myers to invite City Manager Baker, Heather Carrington, Developers Doug Nedde and William Niquette and Attorney Robert Dipalma into Executive Session to further discuss Lot 7D updates. Voted and passed 4-0.

X. Adjourn

MOTION by Councilor Myers seconded by Councilor Duncan to adjourn the City Council Meeting at 9:31 p.m.

ATTEST: _____
Sr. Asst City Clerk

